

**STATE OF GEORGIA**  
**RECORDS RETENTION SCHEDULE APPLICATION**

Sheet: 1 of 3  
Schedule #: 97-0044  
Effective Date: 09/18/97

(Agency use)		(Archives use)	
Date:	Sept. 3, 1997	Date Received:	Sept. 19, 1997
Control No.:	462	Agency Code:	0462
		Control No.:	970919-03

**Applicant:** Ga. Dept. Of Natural Resources  
Accounting Services

**Address:** 205 Butler St., Suite 1262  
Atlanta, Ga. 30334

**Phone:** 404-656-7704  
**FAX:** 404-656-2285  
**Email**

**Creating Office:** Ga. Dept. Of Natural Resources  
Accounting Services

**Address:** 205 Butler St., Suite 1262  
Atlanta, Ga. 30334

**Phone:** 404-656-7704  
**FAX:** 404-656-2285  
**Email:**

**Administrator:** Norma Routh

**Phone** 404-656-7704  
**FAX** 404-656-2285  
**Email**

**Application Type:** Exception  
to # 81-678

**Class:** Individual

**Series Title:** Expenditure Voucher Files

**Dates of Series:** 1994 through on-going.

**Access:** Open

**Function Documented:** This information is the payment documentation for the federal grants for all types of goods and services used in the department to perform the functions of this department which includes the activities of the federal grants. This is the actual payment voucher used to issue checks to vendors, showing amount and date of purchases, and has an approved signature authorizing payment. Funds used for Hazardous Waste Clean-up Projects. There is no other duplicate file for this information.

**Consists of:** Payment documents in numerical order.

**Media:** Paper, 8 & 1/2 x 11 inches.

**Arrangement:** Document numbers, numerical.

**Indexed by:** Document number.

**STATE OF GEORGIA**  
**RECORDS RETENTION SCHEDULE APPLICATION**

Sheet: 2 of 3  
Schedule #: 97-0044  
Effective Date: 09/18/97

**Retention Requirement:** Minimum of 10 years after final report for federal grant.  
Must have US EPA approval to destroy records.

**State Law or Regulation:** 0  
**Federal Law or Regulation:** 40 CRF 356705  
**Audit Period:** 0  
**Administrative Need:** Minimum of 10 years after final report for grant. Grants are on-going.  
Must have US EPA approval to destroy records.

**Total Retention:** The period is still undetermined, because the grants are not final, and US EPA must approve the destruction.

---

*The above retention period is consistent with the requirements of the Georgia Records Act (O.C.G.A. 50-18-90 et seq.). We submit this retention schedule to the State Records Committee with the recommendation that it be approved for the named record series.*

**Authorized by:** Paul S. Burkhalter 9/18/97  
Paul S. Burkhalter, Program Support Division Director Date

**Concur:** E. Guy Dasher 9/18/97  
E. Guy Dasher, Chief Accounting Services Date

**Submitted by:** Charles Tye 9/18/97  
Charles Tye, Chief Office Services Date

The State Records Committee approves this recommended retention period for the named records series by the named creating office.

**Signed:** Edward Weldon 10/27/97  
Edward Weldon, Secretary of State Designee Date

**STATE OF GEORGIA**  
**STORAGE REFERENCE AND DISPOSITION PLAN**  
**RESOURCE IMPACT PROJECTION**

Sheet: 3 of 3  
Authorizing Schedule #: 97-0044

(Agency use)		(Archives use)	
Date:	Sept. 3, 1997	Date Received:	Sept. 19, 1997
Agency Control No.:	462	Agency Code:	0462
		Control No.:	970919-03
<hr/>			
Series Title:	Expenditure Voucher Files		
Current Accumulation:	30 Boxes		
Annual Accumulation:	11 Boxes		
Reference Activity:	Retrieval will be by federal audit or based on litigation. Audit may only require retrieval once, but if litigation occurs, then retrieval may be frequent.		
Series Inventory:	Document number order		
Storage Containers:	Carton, 10"/12"/115"		
Special Storage Conditions:	none		

**Proposed Disposition Instructions:** Records cutoff at end of fiscal year, 6/30.  
Maintain in the office for 1 year.  
Transfer to State Records Center.  
Hold until approval from US EPA.

*The information provided above about the records is true and accurate. The proposed disposition instructions will efficiently protect the rights and interests of the creating agency, the State of Georgia, and the public.*

Signed: E. Guy Dasher 9/18/97  
E. Guy Dasher, Chief Accounting Service Date

Submitted by: Charles Tye 9/18/97  
Charles Tye, Chief Office Services Date

*The Office of Secretary of State, Department of Archives and History agrees to provide storage and reference services for these records in accordance with this Storage and Disposition Plan. Changes in media, rate of accumulation, reference activity or required storage conditions may require renegotiation of the agreement.*

Accepted by: Edward Weldon 10/27/97  
Edward Weldon, Secretary of State Designee Date